

Employee Appraiser Information

"Employee Appraiser" is a Windows and Word based software. It is an optional tool that agencies may purchase. The Employee Appraiser template used with this software is identical to the template the state currently uses. The Employee Appraiser software facilitates the performance appraisal process; it is not required. It assists supervisors in managing performance through documenting feedback plans and reviews. It's easy to use and can be customized to your agency. It contains the following features:

Writing Assistant - provides descriptive phrases that closely describe an employee's performance. The writing samples are organized by topics related to appraisals. Each topic has three standard levels: improve, meets, and exceeds. These writing samples can and should be 'fine tuned' to a more specific performance description. The descriptive language on each employee's performance appraisal should be customized for each employee. Tuning the text upward creates samples that are more supportive for a job well done. Tuning the text downwards creates samples that are directed toward confronting performance issues. The samples should be edited to describe actual performance.

Coaching Advisor - offers new ideas to motivate employees and problem solve performance issues. It suggests strategies and guidance that can be customized and included in the actual evaluation. It can also be printed and used as a reference when conducting the person-to-person part of the appraisal process.

Employee Folder - stores information about employees. It allows the manager to organize 'notes' and documents on performance issues throughout the evaluation period. This information, both positive and negative, can then be placed directly in the appraisal without having to be rewritten.

Manager's Resource Center - provides documents that assist in writing job descriptions, performance objectives, and development plans which helps with employee recognition and in writing coaching memos.

Questions? Contact the Division of Human Resources, Training & Development Team, 208-429-5511; training@dhr.idaho.gov.

Interested in purchasing Employee Appraiser? Contact Mark Little at 208-327-7465.